

Field Manufacturing**Review of *Printing* unit standards**

Subfield	Domain	ID
Printing	Binding and Finishing	3642, 3644, 3645, 3647-3652, 3655, 3659, 3661, 3664-3670, 3673, 17932, 17933, 21276, 21790, 25346
	Printing Production	17930

The Communications and Media Industry Training Organisation (CMITO) has completed the review of the unit standards listed above.

The remaining unit standards in domain *Printing Production* will be reviewed before their planned review date.

Date new versions published

July 2012

Planned review date

December 2017

Summary

The unit standard review for domain *Binding and Finishing* was carried out as many of the unit standards had passed their planned review date. CMITO wished to ensure their continued relevance to industry and to take account of changes in technology.

Input for the review was sought from a range of industry organisation representatives, employers, some who are currently training and some who have trained in the past, as well as registered assessors. The review took place using electronic consultation as well as meetings where the review group discussed and considered each unit standard and its current and future appropriateness to the binding and finishing sector. The review determined that the unit standards generally still met the requirements of industry and that minor changes were required. The changes were made and endorsement was confirmed.

Main changes

- Minor changes were made to outcomes, explanatory notes, evidence requirements and range statements to meet technical criteria, to clarify and improve assessment requirements and to meet industry's current best practices.
- Credits were changed for unit standards 3642, 3648, 3649, 3651, 3652, 3669, 17932, and 17933.
- Unit standards 3655 and 21276 were replaced by unit standards 27778 and 27779 respectively, to better reflect industry requirements.
- Unit standard 21790 was replaced by unit standard 27780 as some outcomes in 21790 were no longer appropriate.
- Unit standards 3650 and 3670 will expire and not be replaced.
- Unit standard 3673 was moved from the *Binding and Finishing* domain to the *Printing Production* domain and the title was changed.

Category C and D unit standards will expire at the end of December 2015.

Impact on registered qualifications

Key to type of impact	
Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following CMITO qualifications are impacted by the outcome of this review and will be updated when they are reviewed this year. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Qualification Title and Reference	Classification or ID
National Certificate in Printing (Binding, and Finishing: Print Finishing) (Level 2) [Ref: 0059]	3642, 21276
National Certificate in Printing (Binding and Finishing: Machine Bookbinding) (Level 4) [Ref: 0061]	3669, 17932
National Certificate in Printing (Binding and Finishing: Hand Bookbinding) (Level 4) [Ref: 0063]	3648, 3649, 3652
National Certificate in Printing (Direct Mail Production) (Level 3) with strands in Inserting, Film Wrapping, Ink Jet Printing, and Laser Printing [Ref: 1128]	3651
National Certificate in Printing (Binding and Finishing (Level 3) with strands in Print Finishing Sheet-fed, Print Finishing Reel-fed, folder Operator, Guillotine Operator, Hand Bookbinding, and Machine Bookbinding [Ref: 1171]	3651, 3655, 3670, 3673, 17933
National Certificate in Printing (Binding and Finishing) (Level 4) with strands in print Finishing Sheet-fed and Print finishing Reel-fed [Ref: 1172]	3655, 21790

Detailed list of unit standards – classification, title, level, and credits

All changes are in **bold**.

Key to review category	
A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new ID
D	Standard will expire and not be replaced

Manufacturing > Printing > Binding and Finishing

ID	Title	Level	Credit	Review Category
3642	Prepare, handle, and store substrates used for print finishing and bookbinding	3	8 6	B
3644	Use hand skills for print finishing and bookbinding	3	6	B
3645	Hand sew books using different styles for print finishing and bookbinding	3	18	B

ID	Title	Level	Credit	Review Category
3647	Produce loose leaf binders and quarter flush books for bookbinding	3	8	B
3648	Hand bind books for bookbinding	4	35 40	B
3649	Repair and rebind books for bookbinding	4	12 15	B
3650	Undertake split board library binding, account bookbinding and extra (fine) binding	5	45	D
3651	Block, using a manual blocking machine, for bookbinding	3	20 12	B
3652	Carry out hand tooling and lettering for bookbinding	4	25 15	B
3655 27778	Machine fold including roll folds and slitting for print finishing Machine fold multi panels and use auxiliary equipment for print finishing	4	10 15	C
3659	Wire stitch books for print finishing	3	2	B
3661	Set up and operate collator/stitcher/trimmer for print finishing	4	40	B
3664	Set up and operate a collator/gatherer/adhesive binder for print finishing	4	35	B
3665	Set up and operate a sewing machine for bookbinding	3	15	B
3666	Set up and operate book smashing and nipping and back gluing and drying machines for bookbinding	3	15	B
3667	Set up and operate a rounding and backing machine for bookbinding	3	8	B
3668	Set up and operate a 3-knife trimmer for print finishing and bookbinding	4	15	B
3669	Set up and operate a case making machine for bookbinding	4	30 35	B
3670	Set up and operate a head and tail band and lining machine for bookbinding	4	16	D
17932	Set up and operate pressing and casing-in units for bookbinding	4	40 25	B
17933	Fold up to sixteen pages using three directional folds for print finishing	3	15 20	B
21276 27779	Demonstrate industry knowledge for print finishing and bookbinding Demonstrate industry knowledge for print finishing and bookbinding	3	12 10	C
21790	Solve problems in print finishing production	4	15	C

ID	Title	Level	Credit	Review Category
27780	Troubleshoot and rectify faults for print finishing production and solve workplace problems	4	20	
25346	Make protective enclosures for bookbinding	4	15	B

Manufacturing > Printing

ID	Domain	Title	Level	Credit	Review Category
3673	Binding and Finishing Printing Production	Undertake packing and despatch for print finishing and bookbinding Undertake packing and despatch for print production	3	5	B

Manufacturing > Printing > Printing Production

ID	Title	Level	Credit	Review Category
17930	Operate a guillotine for print production	3	20	B